

Chief, Budget and Finance Branch
Chief, Budget Division
Chief, Fiscal Division
Chief, Special Services Division

CONFIDENTIAL

8 October 1948

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Branch Security Officer

Clearance of outgoing classified correspondence

1. In view of problems which have heretofore been encountered and as a result of physical inspections performed [redacted] it appears desirable to give consideration to the elimination of Confidential and Secret classifications to some letters and forms which are transmitted to [redacted] foreign posts. The difficulties which are encountered at these field locations with respect to the handling of classified material is such that only correspondence and documents which definitely contain material of a "classified" nature should be processed in accordance with the procedures pertaining to Confidential and Secret material.

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2. Until such time as internal policies are well established within the Budget and Finance Branch with respect to this matter, it is requested that all material going to [redacted] foreign offices (except correspondence and forms pertaining to the activities of the Special Services Division) be cleared with the Branch Security Officer if it is contemplated to use a classification higher than Restricted. It is desired to avoid the somewhat routine classification of correspondence and documents as Confidential or Secret as is done in some instances because of the difficulty in differentiating between types of classification which are applicable to the content of the material being considered.

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3. Inasmuch as a large portion of correspondence being dispatched to locations outside Washington, D. C. originate in the Budget and Finance Branch, your cooperation in this matter to the extent that a more consistent internal system of classification may be applied will be appreciated.

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CLASSIFIED
Class. Changed To: TS
Auth: HR 70-2
Date: 15-00-1948
By: [redacted]

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